

## Barcode Scanner Operation

1.	<p>TranCollector application must be running to proceed with scanning process.</p> <p>After the barcode scanner is turned on “dock” the scanner in the docking station, tap (with the stylus) the “Windows” icon in the upper left corner of the screen.</p> <p>Select <b>TranCollector</b> OR, if not available, select <b>Programs, TranCollector</b>.</p>
2.	<p><b>YOUR SCANNER MUST BE DOCKED &amp; CONNECTED TO YOUR COMPUTER TO PROCEED.</b></p>
3.	<p>Enter the desired information into the field. Enter a valid value e.g. "<b>USERID</b>".</p>
4.	<p>Press <b>[Tab]</b>.</p>
5.	<p>Enter the desired information into the field. Enter "<b>PASSWORD</b>"</p>
6.	<p>Click the <b>OK</b> button.</p> 
7.	<p>You will use the "AA - Fixed Asset Audit" Script to scan Fixed Asset barcodes.</p> <p>Enter a valid value e.g. "<b>AA</b>".</p>
8.	<p>Press <b>[Enter]</b> by pressing the <b>BLUE BUTTON</b> on your scanner keyboard (bottom row, right).</p>
9.	<p style="text-align: center;"><b>FUNCTION KEYS (FKeys)</b></p> <p>The scanning process requires the use of two Function Keys (FKeys) for navigation.</p> <p>To activate your Function Keys, select <b>FKeys</b> at the bottom of the scanner screen by using the stylus to tap on either the "Function Key Descriptions" or "Function Key Numbers".</p>
10.	<p style="text-align: center;"><b>LOAD ASSET MASTERS</b></p> <p>LOAD ASSET MASTERS will download the valid Fixed Assets for your Agency/Division based on your NIS security access.</p> <p>Press <b>[Enter]</b>.</p>
11.	<p><b>YOUR SCANNER MUST BE DOCKED &amp; CONNECTED TO YOUR COMPUTER TO PROCEED.</b></p> <p>Press <b>[Enter]</b>.</p>

12.	<p>System will begin to download Fixed Asset data from NIS into scanner. You will see information in the lower left corner of your scanner screen:</p> <ul style="list-style-type: none"> <li>o Sorting...</li> <li>o Ready to Receive</li> <li>o Receiving...</li> <li>o Fixed Asset Audit</li> </ul> <p><b>BE PATIENT.</b> Download time will vary based on the number of Fixed Assets that are downloading to your scanner. Do not attempt to remove the scanner from the docking station until download is complete.</p>
13.	Press Any Key to advance.
14.	Once the Fixed Assets are loaded into the barcode scanner, you are ready to begin scanning your Fixed Asset barcode labels.
15.	<p style="text-align: center;"><b>AUDIT BY ASSET#</b></p> <p>Press <b>[Down]</b> "v" arrow on the scanner keyboard <u>or</u> use the stylus to highlight AUDIT BY ASSET #.</p>
16.	Press <b>[Enter]</b> .
17.	Bus Role: Business Unit Role in NIS. This determines the Fixed Assets that are downloaded to your scanner.
18.	# Assets on File: Number of Fixed Assets downloaded to your scanner.
19.	#Trx Recorded: Number of transactions completed during the AUDIT BY ASSET # process.
20.	<p><b>Do not point scanner beam in people's faces.</b></p> <p>Point front end of scanner at barcode label. Scan the Fixed Asset Barcode label by pressing the <b>BLUE BUTTON</b> on your scanner keyboard (top row, center).</p> <p>A red beam of light will emit from the front end of the scanner. This must be directed towards the barcode on the label. Distance between the scanner and the barcode label should be 2" to 12" to scan.</p>
21.	<p>Tag Number populates.</p> <p>Press <b>[Enter]</b>.</p>
22.	TAG # - the scanned barcode label. This cannot not be revised using the scanner.
23.	DESCRIPTION - the first description field of the Fixed Asset Master in NIS. This cannot be revised using the scanner.
24.	LOC 1 - first location field on Asset Master.
25.	LOC 2 - second location field on Asset Master.
26.	LOC 3 - third location field on Asset Master.

27.	<p>S/N - Serial Number/VIN field on Asset Master.</p> <p>The next steps display the NIS screens and fields associated with the information on your scanner.</p>
28.	<p>ASSET INFORMATION Tab:</p> <p>Tag Number matches barcode label. This cannot be revised using the scanner.</p>
29.	Description of Fixed Asset. This cannot be revised using the scanner.
30.	Serial Number or VIN. This can be revised using the scanner.
31.	<p>ADDITIONAL INFO Tab:</p> <p>Location: Building/Room/Comments information.</p>
32.	<p style="text-align: center;"><b>VALID FIXED ASSET SCAN - ACCEPTANCE</b></p> <p>Fixed Asset downloaded to scanner.</p> <p>Location and Serial Number information is accurate. No changes are required.</p>
33.	<p>"Y" - Yes - automatically populates for Acceptance. If the Location and Serial Number data are correct:</p> <p>Press <b>[Enter]</b> .</p>
34.	<p style="text-align: center;"><b>VALID FIXED ASSET SCAN - REVISION</b></p> <p>Fixed Asset downloaded to scanner.</p> <p>Location and/or Serial Number/VIN information changed. Revision(s) are required.</p>
35.	Scan the Fixed Asst Barcode label by pressing the <b>BLUE BUTTON</b> on your scanner keyboard (top row, center).
36.	<p>Tag Number populates.</p> <p>Press <b>[Enter]</b>.</p>
37.	<p>Enter the desired information into the field. Enter "" or leave blank.</p> <p>"N" - No - should be entered if any Location and Serial Number fields are incorrect.</p> <p>Enter <b>[N]</b>.</p>
38.	Press <b>[Enter]</b> .
39.	<p>LOCATION 1:</p> <p>Either overwrite or leave current data.</p> <p>Press <b>[Enter]</b>.</p>

40.	<p>LOCATION 2:</p> <p>Either overwrite or leave current data.</p> <p>Press <b>[Enter]</b>.</p>
41.	<p>LOCATION 3:</p> <p>Either overwrite or leave current data.</p>
42.	<p>Press <b>[Enter]</b>.</p>
43.	<p><b>Do not enter NONE or NA in this field. NIS does not allow duplicate serial numbers. This field is for valid serial numbers only.</b></p> <p>SERIAL NUMBER/VIN:</p> <p>Either overwrite or leave current data.</p> <p>Press <b>[Enter]</b>.</p>
44.	<p>Scan the Fixed Asst Barcode label by pressing the <b>BLUE BUTTON</b> on your scanner keyboard (top row, center).</p>
45.	<p>Press <b>[Enter]</b>.</p>
46.	<p style="text-align: center;"><b>ALIEN ASSET</b></p> <p>An Alien Asset is a fixed asset scanned by the end user but not downloaded as a fixed asset belonging to that agency due to User Security, a “Disposed” Equipment Status, or scanning a barcode lable not linked to an Asset Master. In most cases, the alien asset belongs to another Agency/Division or the End User does not have Business Unit Security to access the fixed asset record. By entering detailed information regarding the alien asset, the owning agency will be able to verify fixed asset location.</p> <p>The Fixed Asset Master WILL NOT be updated with this information.</p> <p>The Fixed Asset History WILL be updated with this information.</p>
47.	<p>Five Fixed Asset Audit - Alien Asset screens allow you to enter field specific information:</p> <ul style="list-style-type: none"> <li>o Location 1 (Loc1)</li> <li>o Location 2 (Loc2)</li> <li>o Location 3 (Loc3)</li> <li>o Serial Number/VIN (S/N)</li> <li>o Description (Asset Desc)</li> </ul>
48.	<p>LOCATION 1:</p> <p>Enter the desired information into the field. Provide as much detail about the location as possible.</p>

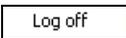
49.	Press <b>[Enter]</b> .
50.	<p>LOCATION 2:</p> <p>Enter the desired information into the field.</p> <p>Press <b>[Enter]</b>.</p>
51.	<p>LOCATION 3:</p> <p>Enter the desired information into the field.</p>
52.	Press <b>[Enter]</b> .
53.	<p><b>Do not enter NONE or NA in this field. NIS does not allow duplicate serial numbers. This field is for valid serial numbers only.</b></p> <p>SERIAL NUMBER/VIN:</p> <p>If a Serial Number or VIN is available, enter the information here.</p> <p>Press <b>[Enter]</b>.</p>
54.	<p>DESCRIPTION:</p> <p>Enter the Description of item into the field.</p>
55.	Press <b>[Enter]</b> .
56.	<p style="text-align: center;"><b>MISSING TAG</b></p> <p>A Missing Tag item is:</p> <p>(1) a fixed asset that has a barcode label that will not scan, or  (2) a found item the user is reasonably certain is a fixed asset.</p> <p>The Fixed Asset Master WILL NOT be updated with this information.</p> <p>The Fixed Asset History WILL be updated with this information.</p> <p>If a barcode label will not scan, there will not be a message displayed on the scanner indicating the barcode label will not scan.</p>
57.	<p>Six Fixed Asset Audit - Missing Tag screens allow you to enter field specific information:</p> <ul style="list-style-type: none"> <li>o Tag Number</li> <li>o Location 1 (Loc1)</li> <li>o Location 2 (Loc2)</li> <li>o Location 3 (Loc3)</li> <li>o Serial Number/VIN (S/N)</li> <li>o Description (Asset Desc)</li> </ul>

58.	<p>When you determine that a fixed asset is a MISSING TAG item, activate F4 - Missing Asset Tag functionality through <b>FKeys</b> at the bottom of your scanner screen.</p> <p>Press <b>[F4] - Missing Asset Tag</b>.</p>
59.	<p><b>MISSING TAG - BARCODE LABEL WILL NOT SCAN</b></p>
60.	<p>TAG NUMBER:</p> <p>If Tag Number exists, enter it. NIS has Compare Information functionality based on Tag Number.</p> <p>In this scenario a barcode label will not scan.</p> <p>You will enter the Tag Number from the label.</p> <p>Enter the desired information into the field.</p>
61.	<p>Press <b>[Enter]</b>.</p>
62.	<p>LOCATION 1:</p> <p>Enter the desired information into the field.</p>
63.	<p>Press <b>[Enter]</b>.</p>
64.	<p>LOCATION 2:</p> <p>Enter the desired information into the field.</p>
65.	<p>Press <b>[Enter]</b>.</p>
66.	<p>LOCATION 3:</p> <p>Enter the desired information into the field.</p>
67.	<p>Press <b>[Enter]</b>.</p>
68.	<p><b>Do not enter NONE or NA in this field. NIS does not allow duplicate serial numbers.</b></p> <p>SERIAL NUMBER/VIN:</p> <p>If Tag Number exists, enter it. NIS has Compare Information functionality based on Serial Number/VIN.</p> <p>In this scenario you are unable to locate a Serial Number.</p> <p>Leave field <b>[Blank]</b> and Press <b>[Enter]</b>.</p>

69.	<p>DESCRIPTION:</p> <p>Enter the desired information into the field.</p>
70.	<p>Press <b>[Enter]</b>.</p>
71.	<p style="text-align: center;"><b>MISSING TAG - THERE IS NOT BARCODE LABEL, THIS APPEARS TO BE A FIXED ASSET</b></p>
72.	<p>When you determine a fixed asset is a MISSING TAG item, activate F4 - Missing Asset Tag functionality through <b>FKeys</b> at the bottom of your scanner screen.</p> <p>Press <b>[F4] - Missing Asset Tag</b>.</p>
73.	<p>TAG NUMBER:</p> <p>In this scenario there is not a barcode label on an asset you believe to be a Fixed Asset. You do not have a Tag Number to enter.</p> <p>Leave field <b>[Blank]</b> and Press <b>[Enter]</b>.</p>
74.	<p>LOCATION 1:</p> <p>Enter the desired information into the field.</p>
75.	<p>Press <b>[Enter]</b>.</p>
76.	<p>LOCATION 2:</p> <p>Enter the desired information into the field.</p>
77.	<p>Press <b>[Enter]</b>.</p>
78.	<p>LOCATION 3:</p> <p>Press <b>[Enter]</b>.</p>
79.	<p>SERIAL NUMBER/VIN:</p> <p>If Tag Number exists, enter it. NIS has Compare Information functionality based on Serial Number/VIN.</p> <p>Enter the desired information into the field.</p>
80.	<p>Press <b>[Enter]</b>.</p>
81.	<p>DESCRIPTION:</p> <p>Enter the Description of item into the field.</p>
82.	<p>Press <b>[Enter]</b>.</p>

83.	<p>Upon completion of scanning, return to FIXED ASSET AUDIT menu. Activate <b>F1 - Return to Menu</b> through <b>FKeys</b> at the bottom of your scanner screen.</p> <p>Press <b>[F1] - Return to Menu.</b></p>
84.	<p>Press <b>[Down]</b> "v" arrow on the scanner keyboard <u>or</u> use the stylus to highlight PROCESS AUDIT TRANS.</p> <p>Press <b>[Down]</b>.</p>
85.	<p style="text-align: center;"><b>PROCESS AUDIT TRANSACTIONS</b></p> <p>Process Audit Trans will upload the scanned data into NIS.</p> <p>For Valid Scanned (S) Fixed Assets:</p> <ul style="list-style-type: none"> <li>o Asset Master data will update with new data:             <ul style="list-style-type: none"> <li>- Location 1</li> <li>- Location 2</li> <li>- Location 3</li> <li>- Serial Number/VIN</li> <li>- Scanned field will populate with "S"</li> </ul> </li> <li>o Fixed Asset Scan History will update with ALL scanned data:             <ul style="list-style-type: none"> <li>- Valid Scanned (S) Fixed Assets</li> <li>- Alien Assets (A)</li> <li>- Missing Tag Records (M)</li> </ul> </li> </ul>
86.	<p>Press <b>[Enter]</b>.</p>
87.	<p><b>YOUR SCANNER MUST BE DOCKED &amp; CONNECTED TO YOUR COMPUTER TO PROCEED.</b></p> <p>Press <b>[Enter]</b>.</p>
88.	<p>Once PROCESS AUDIT TRANS is complete, screen will return to FIXED ASSET AUDIT menu.</p> <p>Press <b>[Down]</b> "v" arrow on the scanner keyboard <u>or</u> use the stylus to highlight EXIT SCRIPT.</p>
89.	<p>Press <b>[Enter]</b>.</p>
90.	<p><b>YOUR SCANNER MUST BE DOCKED &amp; CONNECTED TO YOUR COMPUTER TO PROCEED.</b></p> <p>Enter <b>"Y"</b>.</p>
91.	<p>Press <b>[Enter]</b>.</p>
92.	<p>Enter the desired information into the field.</p> <p>Enter <b>"Y"</b>.</p>

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93.	Press <b>[Enter]</b> .
94.	Click the <b>File</b> menu. 
95.	Click the <b>Log off</b> menu. 
96.	<b>End of Procedure.</b>